

To: john.duffield@mso.umt.edu[]
Cc: CN=Phil North/OU=R10/O=USEPA/C=US@EPA;CN=Richard Parkin/OU=R10/O=USEPA/C=US@EPA;CN=Hyesuk Riggall/OU=R10/O=USEPA/C=US@EPA[]; N=Richard Parkin/OU=R10/O=USEPA/C=US@EPA;CN=Hyesuk Riggall/OU=R10/O=USEPA/C=US@EPA[]; N=Hyesuk Riggall/OU=R10/O=USEPA/C=US@EPA[]
From: CN=Takisha Dilts/OU=R10/O=USEPA/C=US
Sent: Tue 4/19/2011 9:31:11 PM
Subject: Travel Voucher-Action Needed
[Duffield Voucher.pdf](#)

John-

Thank you for submitting your voucher worksheet and receipts.

Attached you will find the completed voucher. The EPA will reimburse you for your airfare, hotel stay, parking, ground transportation, and your per diem (meals and incidentals). The breakdown is as follows:

Airfare: \$1,315.70
Hotel: \$224.76
M&IE (meals and incidentals): \$240.00
Parking: \$33.00
Ground Transportation/Shuttle: \$22.00
Total reimbursement: \$1,835.76

If you agree with the reimbursement amount, please print the voucher, sign and date line 13 (first page of the document), and return it to me either by email or standard mail (to the mailing address below).

If there was a charge that wasn't accounted for, please notify me immediately and I will fix your voucher.

If you have any questions, do not hesitate to contact me.

Thank you.

Kisha Dilts, Secretary
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